

# PVG Scheme Member Application Process

## STEP 1

The Applicant fills in the new condensed (1 page) Self Declaration Form and returns it to the club CPO. No ID is required with this form. It can be returned in person, or a scan/photo of it can be sent to the CPO who can share it with Club Administrator to make sure **their details are up to date in Core.** If the applicant is not already a member of the hockey club they must be added to Core. Please liaise with your Club Administrator in this instance. The CPO keeps this Self-Declaration form for their records.

The applicant may begin working in the specified role once this form is completed and returned. They are now considered 'in the process of being PVG checked'. The form is themselves declaring that they do not have any previous convictions. Anyone giving false information here is breaking the law. We would also expect clubs to still undertake any additional checks including the likes of references and seeing any relevant qualifications before they undertake their role.

## STEP 2

The CPO issues the applicant with the relevant application form. There are **two types of form**, one for those who are already a member of the PVG scheme through another organisation; and one for completely new applicants.

**The first question on the Self-Declaration will clarify which form to give them.**

Along with the application form there are accompanying guidance notes which you will issue with each application form. This should make it easy for the applicant to complete the form, however, you as CPO will also be given finished sample forms so you can see what a completed form should look like.

We will issue clubs with a bundle of forms and guidance notes in the beginning. If/when you run out please email [info@scottish-hockey.org.uk](mailto:info@scottish-hockey.org.uk)

## STEP 3

The Applicant fills in the form in full and returns to the CPO. When they return the form they need to do so in person and **bring three forms of ID**, a complete list of ID requirements are on the reverse of the cover sheet. You do not need to take copies of ID

The CPO reads through the form checking it has been completed **in full and correctly.** Please see the sample completed form to see the common mistakes/queries.

The CPO completes the cover sheets marking which ID they have seen, signing and dating the sheet.

## STEP 4

The CPO returns the checked forms along with the coversheet to Scottish Hockey at the below address  
Scottish Hockey, Glasgow National Hockey Centre, 8 King's Drive, Glasgow, G40 1HB

Scottish Hockey will then make final checks, filling in the relevant parts of the form and cover sheets as the intermediary body and submit the application forms to CRBS. Updating the applicant's record in Core, showing the date that their application has been submitted.

## STEP 5

From point of submission to CRBS, depending on their workloads and time of year applications can take 2-6 weeks to be processed, although they aim to have any non-contentious applications processed within 14 days. The applicant will be sent their certificate directly and we at Scottish Hockey will receive a copy roughly two weeks later. We will update their record in Core to show that they have 'passed' and CPO's will be informed that they have become a member of the PVG scheme (although the applicant may have already told you).

**END**